

## **GLOSSARY**

This listing is primarily intended to supplement, and not duplicate, material found throughout this manual. Terms which have more to do with legislative procedure than bill drafting per se are not covered.

Act An act is a bill which has been approved by both houses of the Legislature and has become a law either with or without the Governor's signature. The acts adopted by each session of the Legislature are annually published in the bound volumes *Laws of Florida*. Acts of general application are compiled, edited, and published annually in the multivolume set *Florida Statutes* which the Legislature periodically reenacts as the official statute law of the state.

Bill Navigator The component of the House of Representatives' LEAGIS computer system which provides access to comprehensive information relating to current and past legislation, including bills and amendments filed in the House and Senate for the current legislative session and previous sessions; sponsors, cosponsors, and summaries of legislation; committee referrals and committee actions; text and staff analyses of bills; companion bills; vote histories; bill history; and listings of statutes that are referenced within bills.

Bubble Either of the two glass enclosed areas which flank the entrance at the rear of the chamber of the House of Representatives. The occupants of the southwest bubble are staff persons from the House Bill Drafting Service.

"CAS" Abbreviation for Chamber Automation System, the computer-generated system that displays amendments to bills currently under consideration on the floor of the Senate.

"CS" Abbreviation for Committee Substitute and Council Substitute.

Calendar The calendar is a published agenda of the order of business for the legislative day. Each house issues a calendar which contains a listing of all proposed legislation which has been reported favorably by each committee and is awaiting consideration on the floor of the respective house.

Chapter law When an individual bill is enacted into law at a particular session of the Legislature it becomes a chapter law, so called because of the identifying number assigned to it, such as chapter 98-403 or chapter 2004-178. Chapter laws are collected and published annually in the *Laws of Florida*. The substance of most general chapter laws is subsequently merged into the next edition of the *Florida Statutes*.

Citation As it relates to bill drafting, a citation is a specific reference to a section, subsection, or paragraph of the law (e.g., s. 11.242, Florida Statutes, or section 1 of chapter 94-85, Laws of Florida) or to another portion of the bill itself (e.g., section 5).

Claim bill A claim bill, or "relief act," is a bill which compensates a particular individual or entity for injuries or losses which were occasioned by the negligence or error of a public officer or agency. It is a means by which an injured party may recover damages even though the public officer or agency involved may be immune from attack by an ordinary lawsuit.

Coding The underlining of proposed language and the striking through with hyphens of language in the present law, which is required in general bills, local bills, and joint resolutions by the House and Senate Rules, is often referred to as coding.

Committee Substitute and Council Substitute House councils and committees are required to report revisions to House bills in the form of a single amendment which consists of the text of the bill with recommended changes engrossed. Such amendment is known as a council or committee substitute and is treated as the bill. (See pages 23-24 of this manual for a complete discussion). In the Senate, a committee substitute is literally a bill which a committee has substituted for another Senate bill. A standing committee in the Senate, in reporting a bill, may draft a new measure embracing the same general subject matter, which may then be reported to the floor with the recommendation that the substitute be considered in lieu of the original measure (or measures). This procedure is often used when the committee has adopted several amendments and wishes to report a "clean" bill rather than passing the bill along to the next committee or to the floor with amendments "traveling with" the bill. Committee substitutes in the Senate are also used to consolidate two or more bills into a single proposal. There are no council substitutes in the Senate.

Companion bill When copies of the same bill are pending in both houses of the Legislature, they are referred to as companion bills. Bills must be substantially

worded the same and identical as to specific intent and purpose in order to be considered as companions.

Conference committee An ad hoc committee composed of members of both the House and the Senate appointed by the respective presiding officers for the sole purpose of resolving the differences between two different versions of the same bill which each house has indicated a desire to enact into law.

Cut-off date The date provided by the House or Senate rules after which no further bills or joint resolutions may be introduced by a member. The phrase may also refer to the last day upon which the House Bill Drafting Service will accept requests to prepare legislation.

Directory (See pages 35 and 71)

Draft number Also known as the “request number,” this is the number which appears in the lower left-hand corner of any bill prepared by the House, appearing as “billdraft9876.” Draft numbers for Senate bills appear as a series of numerals separated by hypens in the upper left-hand corner of the bill.

Enacting clause The phrase "Be It Enacted by the Legislature of the State of Florida:" which appears between the title and body of every bill and which is required by the Florida Constitution.

Engrossed bill A bill which, in accordance with rules of the respective houses, has been regenerated to include any amendments that may have been adopted by vote of the membership on the House or Senate floor.

Enrolled bill The final official form of a bill after having passed both houses and after having amendments of both houses, if any, engrossed into it. It is in this form that the bill is presented to the legislative officers and the Governor for signature.

First reading This occurs when a bill is officially introduced into one of the houses of the Legislature and its title is published in the Journal. Since the amendment to Section 7 of Article III of the State Constitution in 1980, it is no longer required that the reading clerk actually read the bill. The publication of "first reading" in the Journal also shows the committee or committees to which the presiding officer has referred the bill and any council references given.

F.S. Abbreviation for Florida Statutes.

House Combined Bill. A House Combined Bill is a bill the substance of which is drawn from two or more general bills or joint resolutions filed in the House and in the possession of a council or committee. Local bills, memorials, concurrent resolutions, and simple resolutions may not be combined. A House combined bill does not have to contain all of the substance of each bill combined. Upon

introduction of a combined bill, the original bills that have been joined are laid on the table. (See page 25 for further discussion.)

Interim The period of time between regular sessions of the Legislature.

ITMS (Integrated Text Management System) The name of the mainframe computer program used by the Florida Senate for bill and amendment drafting.

Journal The official record of legislative proceedings. Each house issues a journal on a daily basis during the session and later a corrected bound volume of the entire session's proceedings. Journals of the Florida Legislature report only formal actions and do not include debate.

LEAGIS The WORD-based computer system of the Florida House of Representatives maintained by the House Office of Information Technology (OIT) which serves the various functions of the legislative process, including bill and amendment drafting in the House.

Legislative Intranet The Florida Legislature's electronic repository for a variety of legislative information, including: House and Senate Rules; calendars; journals; administrative policies and procedures; session summaries; member and staff directories; Bill Information "Citator"; staff directories; online training registration; training calendars; "Search and Browse" program.

Local bill See discussion under SPECIAL ACTS on page 8.

Online Sunshine The official Internet site of the Florida Legislature, which provides: electronic access to the Florida Statutes and Constitution; member and committee information for the House and Senate; press releases; House and Senate Bills; search capability for bill texts; calendars; journals; Bill Information "Citator"; subject index for bills; sponsor reports by member; links to other legislative and state government sites.

PCB A bill developed by a committee is a "committee bill." Prior to a bill being formally introduced as a committee bill, it is known as a proposed committee bill (PCB).

PCS A proposed committee substitute or proposed council substitute, prepared by committee or council staff prior to the date the bill for which it will be offered as a substitute is heard by the committee or council.

Prefiling The filing of bills by members prior to the convening of the legislative session. Such bills are referred to committees meeting in the interim and are often ready for floor action by the first day of session.

Preliminary draft A term employed primarily by the House Bill Drafting Service which essentially means "rough draft" or "first draft." It is a bill which is in



technically complete form, but which is presented to a member for consideration, possible revision, and approval prior to filing and introduction.

Proof of publication A notarized statement which contains a copy of a newspaper advertisement indicating an intention to seek legislative approval of a special or local bill. Such a statement accompanies the bill when introduced and proves that the bill was advertised in advance as required by law.

Request number Also known as the “draft number,” this is the number which appears in the lower left-hand corner of a bill prepared by the House, appearing as “billdraft1234.”

Reviser's bill A reviser's bill is a nonsubstantive bill passed by the Legislature for the purpose of removing inconsistencies, redundancies, and unnecessary repetitions in the Florida Statutes and for otherwise improving their clarity and facilitating their correct and proper interpretation. A reviser's bill is accompanied by revision and history notes, commonly called reviser's notes, which explain the changes being made in the statutes and the reasons therefor. A bill is not a "reviser's bill" simply because it may contain the explanatory comments of the sponsor. The only official reviser's bills are those prepared by the staff of the Division of Statutory Revision of the Office of Legislative Services under the authority of s. 11.242, Florida Statutes.

Search and Browse The browser-based search engine available on the Legislative Intranet which enables legislative staff to conduct simple and complex searches of: the Florida Statutes, Florida Statutes Index, Tracing Table, Table of Section Changes, Cross-References Table, and Table of Repealed and Transferred Sections; The Florida Constitution and Florida Constitution Index; current-year Laws of Florida and Laws of Florida Index; current-year House and Senate Enrolled Acts; the U.S. Constitution and U.S. Constitution Index; opinions and Ethics Commission opinions.

Session laws The *Laws of Florida*, a set of bound volumes, published each year, which contains the annual work product (acts, resolutions, and memorials) of the Legislature.

Sponsor A Member who introduces a bill into the Legislature.

Statutory Revision The editorial staff which compiles and publishes the official Florida Statutes every year. The Division of Statutory Revision operates under the authority of s. 11.242, Florida Statutes.

Sunset A term which was used in the past to refer to the Regulatory Sunset Act (repealed in 1993) and is now **incorrectly** used in legislative vernacular to refer to the repeal of an act, section, or subdivision of a section. A person who wishes to “sunset” a provision in 2010 actually wants to repeal the provision in that year.

Technical amendment Strictly speaking, this is an amendment prepared on a special amendment template which is used in the House of Representatives to make technical amendments of a purely nonsubstantive corrective nature. Such amendments are prepared by the House Bill Drafting Service and may only be introduced in the name of the Rules and Calendar Council. Amendments introduced by members are sometimes characterized as “technical” amendments, but only amendments submitted on the technical amendment template and introduced in the name of the Rules and Calendar Council are truly technical amendments.

Title amendment An amendment to the title of a bill. Title amendments are often necessary to conform the title to the contents of the bill after an amendment to the bill itself has made a substantial change in the effect of its provisions.